

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

December 26, 1984

MEMORANDUM 1984-55

TO: Heads of Departments and Agencies
FROM: Hideo Murakami, Comptroller
SUBJECT: Warrant Routing Changes Effective 1-1-85

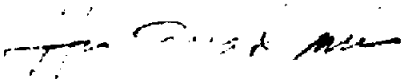
In connection with the prompt payment objectives of Act 235/84, several changes will be effective 1-1-85 in the routing of State Treasury warrants (checks). The most general change in routing is the result of our issuing warrants immediately upon preparation, rather than first matching them with related vouchers. Under FAMIS features that have been in place since 7-1-83, matching warrants with vouchers is not an actual necessity, and we are therefore taking advantage of these FAMIS features to streamline our internal procedures in line with the objectives of Act 235/84.

Because warrants and vouchers will not be matched at the time of warrant issuance, any messages that might be written by departments and agencies, giving special instructions to our Pre-Audit Branch, will not be available at the time of issuance. Therefore, such messages should be omitted, as they will be of no effect. Instead, every warrant will be immediately either mailed to the payee by us, or placed in a pick-up pouch for the vouchering department or agency. There will be one pick-up pouch for each department or agency, and you should therefore schedule a pick-up each day, late in the morning, for any warrants you may have coded to be returned to you.

The coding for warrants to be returned to you is a "1" entered in the Warrant Routing Indicator field of your voucher. All warrants with a Warrant Routing Indicator field of "1" will be placed in pick-up pouches for the vouchering department or agency; all vouchers with no entry in the Warrant Routing Indicator field will be immediately mailed to the payee by us. This coding is as documented in FAMIS training material and has been in effect since 7-1-83; however, it will become especially important for such instructions to be observed effective 1-1-85 due to complete reliance at that time on the Warrant Routing Indicator.

A special note should be made of warrants in payment of priority payrolls. Departments and agencies should be careful to code a Warrant Routing Indicator of "1" on such vouchers; the warrant will then be placed in the appropriate pick-up pouch. The warrant will not be joined to other forms processed separately; your payroll/personnel office processing priority payrolls should therefore be on notice regarding the effect of these revised procedures.

A special note should also be made of the effect of these changes on certain depositing practices of departments and agencies. The practices referred to here are those involving instructions written on vouchers to forward the resulting warrants to this department's Uniform Accounting and Reporting Branch for preparation of a State Treasury deposit. Under the changes addressed in this memorandum, such messages on vouchers cannot be used after 1-1-85, and the warrants in question should be vouchered (with a Warrant Routing Indicator "1") to be returned to the vouchering department for preparation of the deposit.


HIDEO MURAKAMI
Comptroller